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Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: E-PAYROLL (FPPS) IS LIVE AT GSFC – EFFECTIVE AUGUST 08, 2004

On August 5th, NASA's e-Payroll Steering Committee gave the e-Payroll project permission to proceed in changing NASA's personnel and payroll systems and payroll provider. As planned, the project team began this transition on August 8th. The Department of Interior (DOI) is now NASA's payroll provider, and their system, the Federal Personnel and Payroll System (FPPS), is NASA's most-recently implemented infrastructure system.

Over the next month, the team will transition both personnel and payroll processes. Since DOI cannot be held accountable for NASA-tracked data, employees' pre-August 8 retirement data will be filed with OPM, and thus only employees' post-August 8 retirement data will be displayed on DOI's Leave and Earnings Statements. The same is the case for all 2004 pay information, and so both NASA and DOI will issue W-2s covering the portions of the year for which they handled our payroll. Both W-2s will be issued in early January. Employees have been strongly encouraged to save their Leave and Earnings Statement for the August 17th pay date --their last NASA-issued Leave and Earnings Statement--, as a record of their pre-August 8 retirement and January-to-August 8 pay information.

Employees will receive their first DOI-issued Leave and Earnings Statement (LES) on August 31st at their home address. This Leave and Earnings Statement will appear in the FPPS format, since we are now part of the Federal government's consolidated payroll process. Details about changes to the Leave and Earnings Statement can be found at: <http://epayroll.gsfc.nasa.gov/communications.htm>, "Click on Sample DOI Leave and Earnings Statement.doc".

As part of the e-Payroll initiative to improve internal personnel and payroll processes, the change in systems has also brought about a mandatory-use policy for Employee Express, <https://www.employeeexpress.gov> to make select benefit and tax changes. After January 2005, the project team will also look to implement a new online SF-52 process for managers and administrative staff to process all promotions, awards, details, etc. This automated process will be available by logging into FPPS. These anticipated changes will reduce some of the redundant, manual work that currently occurs in those areas, and I encourage you to learn more about why and how they are taking place at: <http://epayroll.gsfc.nasa.gov> or <http://www.egov.gov>.

General questions concerning the e-Payroll transition may be directed to Felicia M. White at 301-614-6964, fwhite@pop400.gsfc.nasa.gov or the IFMP Help Desk at 301-286-4IFM (4436). Please contact the Center Payroll Office or the Special Payroll Hotline at Marshall (1-888-235-7946) with questions regarding DOI LES format or other payroll-related questions. The hotline will be available starting August 26th and will operate until October 7th, 2004. Please direct all FPPS process and system access questions to LaTonya Guyton at 301-614-6942, LaTonya.N.Guyton@nasa.gov.


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